

**WALLA WALLA COMMUNITY COLLEGE
PART-TIME CLASSIFIED EMPLOYEES
ADMINISTRATIVE POLICY 5260**

I. POLICY BACKGROUND/PURPOSE

This policy is to implement the inclusion of part-time employees into the classified service as required by RCW 41.06.070.

II. AUTHORITY

RCW 41.06.133, 41.06.150, WAC 357-19, [357-31](#) and [357-28](#).

III. SCOPE OF POLICY

This policy applies to all classified part-time employees.

IV. DEFINITIONS

Classified part time employees (referred to as non-permanent in WAC 357-19-360) are employed in temporary (not permanent) positions for seventeen (17) hours or less per week, employed under WAC 357-19-360 (5), not covered by the provisions of the WPEA contract, and are compensated on an hourly basis.

V. POLICY

A. Appointment and Separation

1. Provisions

- a. Classified part-time appointments are subject to the following provisions:
 - i. they must meet the competencies and other requirements of the position to which they are appointed.
 - ii. they may be filled on a noncompetitive basis which means the employer is not required to comply with the rules on recruitment, assessment and certification as provided in chapter 357-16 WAC.
 - iii. they may be filled using the competitive process specified in chapter 357-16 WAC as long as the eligible applicant indicates a willingness to accept a nonpermanent appointment.

2. Notification

- a. Upon appointment, all nonpermanent appointees must be notified in writing of the conditions of their appointment and/or upon any subsequent change to the conditions of their appointment.
- b. The written notification must at a minimum contain the following information:
 - i. The reason for the nonpermanent appointment in accordance with WAC 357-19-360;
 - ii. The hours of work, the base salary, and eligibility for overtime compensation;
 - iii. The anticipated short-term duration or sporadic nature of the appointment;
 - iv. A statement regarding the receipt or nonreceipt of benefits. If the employee is to receive benefits, the statement shall include which benefits are to be received; and

- v. The right to request remedial action as provided in WAC 357-19-425.
- vi. The end date of a classified part-time appointment may be set in the appointment letter. If the end date is not set in the appointment letter, the employer must give written notice of the termination date of the appointment. The employer must give one work days' notice.

3. Appeals

- a. Part time classified employees have no appeal rights with the exception of remedial action as provided in WAC 357-19-430.

4. Payments at Separation

- a. Unused sick and vacation leave credits of employees who change state employers without a break in service, as defined in WAC 357-01-145, transfer with the employee to the new employer.
- b. Employees who separate for any reason other than retirement or death are not paid for their accrued sick leave.
- c. As part-time classified positions are not retirement plan eligible, employees are ineligible for retirement plan participation and therefore ineligible to retire. Former employees who are re-employed within five years of their separation from service must be restored unused sick leave credits, if any, to which they were entitled at the time of separation.
- d. Employees who separate from state service because of death must be compensated for their total unused sick leave accumulation at the rate of twenty-five percent. Compensation must be based on the employee's salary at the time of separation.
- e. When an employee who has completed six continuous months of employment separates from service, the employee is entitled to a lump sum payment of unused vacation leave.

B. Classification and Compensation

1. Classification

- a. The HR Office will assign the job classification based on an understanding of the duties to be performed.

2. Compensation

- a. The employee will be assigned to a salary range, step, and hourly pay rate based on the positions allocation. An employee's base salary may not be set above the maximum of the salary range assigned to the position's class.

3. Periodic Increment

- a. The periodic increment date is the date upon which an employee is scheduled to receive an increment increase by moving to a higher salary step within the salary range for his/her current class.
- b. For an employee whose base salary is set at the minimum of the salary range, the periodic increment date is six months from the date of appointment.
- c. For an employee whose base salary is set at or below step L of the salary range, the periodic increment date is twelve months from date of appointment.
- d. Once an employee's periodic increment date is set, it remains the same.
- e. An employee must receive a two-step increase to base salary on the periodic increment date. Increment increases continue until the employee reaches step L of the salary range.

- f. The increases are effective:
 - i. The first of the current month for appointments occurring between the first and the fifteenth of the month; or
 - g. The first of the following month for appointments occurring between the sixteenth and the end of the month.
- 4. Step M
 - a. Step M is a longevity step. An employee cannot be appointed to step M upon initial hire.
 - b. If an employee is currently at step L of a salary range, the employee will progress to step M of that same salary range six years from the date they were advanced or appointed to step L.
 - c. The progression to step M is regardless of what has transpired in the six years since the employee was appointed to step L, provided that the employee is at step L in the same pay range as the pay range the employee was in at the beginning of the six-year period.
 - d. The employer may adjust an employee's base salary up to step M within the salary range to address issues that are related to recruitment, retention or other business-related reason, such as equity, alignment, or competitive market conditions.
- 5. Reallocation
 - a. An employee occupying a position that is reallocated to a class with a higher salary range must advance to a step of the range for the new class that is nearest to five percent above their previous salary, not to exceed step M of the salary range in accordance with WAC 357-28-110. When the employee's previous salary was set above the maximum of the salary range in accordance with WAC 357-28-040, the employee's salary will be determined as follows:
 - i. When the employee's previous salary is the same or lower than the maximum of the new salary range, the salary increase will be based off the maximum of the salary range the employee is reallocated from, not to exceed step M of the salary range in accordance with WAC 357-28-110.
 - ii. When the employee's previous salary is above the salary range of the new class, the employee will retain their current salary in accordance with WAC 357-28-040.
 - b. An employee occupying a position that is reallocated to a class with the same or lower salary range must be placed within the new salary range at an amount equal to his/her previous base salary. If the previous base salary exceeds the new salary range, the employee's base salary must be set equal to step M of the salary range for the reallocated position. The employee's base salary may be set higher than step M but not exceeding the previous base salary, if allowed by the employer's salary determination policy.
- 6. Call Back
 - a. If an overtime eligible employee has finished the work shift and has left the worksite or is in paid leave status and is called to return to work outside of regularly scheduled hours to handle emergency situations which could not be anticipated, a minimum of two hours' pay must be guaranteed.

- b. The minimum of two hours of pay and any hours worked in excess of two hours must be compensated in accordance with WAC 357-28-255 if applicable.
 - c. An employee on standby status called to return to work does not qualify for call back pay.
 - d. The appointing authority may cancel a call back notification to work extra hours at any time, but cancellation must not waive the guarantee of two hours of call back pay.
7. Shift Premium
- a. Shift premium at the rate specified in the compensation plan must be paid when:
 - i. An employee is scheduled to work a shift in which the majority of hours worked daily or weekly are between 6:00 p.m. and 6:00 a.m.; or
 - ii. An employee is scheduled to work a shift which is split with a minimum of four intervening hours not worked.
 - b. Shift premium must be paid for the entire daily or weekly shift that qualifies under subsection (7) of this section. Additionally, these employees are entitled to shift premium for all hours that the employees work adjoining that evening or night shift.
 - c. An employee assigned to a shift that qualifies for shift premium pay must receive the same shift premium for authorized periods of paid leave and holidays and for up to five days of a temporary assignment to a shift that does not qualify. Continued payment of shift premium for a temporary assignment exceeding five days is at the discretion of the employer.
8. Standby Pay
- a. Overtime eligible employees required to restrict off-duty activities to be immediately available for duty must be compensated for time spent in standby status. The rate of standby compensation is specified in the compensation plan.
9. Holiday Pay
- a. Overtime eligible employees who are directed to work on a designated holiday must receive their regular rate of pay for the holiday. In addition, employees must receive premium pay at the overtime rate for all hours worked on the holiday. The employer may offer compensatory time off in lieu of monetary payment.
 - b. Overtime-exempt employees do not qualify for holiday premium pay unless the employer determines otherwise.
10. Holiday Credit Pay
- a. All holiday credit must be used by June 30 each fiscal year. An employee who does not use their accrued holiday credit by this date will receive monetary compensation.
 - b. Holiday credit must be paid when:
 - i. The employee separates from state service for any reason.
 - ii. The employee is appointed to a position with a different employer.
 - iii. The employee is appointed to a position that has a different funding source within the same employer.

C. Holidays and Leave

1. Holidays

- a. The following days are designated as holidays:
 - i. The first day of January (New Year's Day);
 - ii. The third Monday of January (Martin Luther King, Jr.'s birthday);
 - iii. The third Monday of February (Presidents' Day);
 - iv. The last Monday of May (Memorial Day);
 - v. The nineteenth day of June (Juneteenth);
 - vi. The fourth day of July (Independence Day);
 - vii. The first Monday in September (Labor Day);
 - viii. The eleventh day of November (Veterans Day);
 - ix. The fourth Thursday in November (Thanksgiving Day);
 - x. The Friday immediately following the fourth Thursday in November (Native American Heritage Day); and
 - xi. The twenty-fifth day of December (Christmas Day).
- b. Part-time classified employees who are in pay status during the month of the holiday qualify for holiday credit on a pro rata basis except that part-time employees hired during the month of the holiday will not receive credit for holidays that occur prior to their hire date. Holiday credit will be proportionate to the number of hours in pay status in the same month of the holiday to that required for full-time employment, excluding all holiday hours. Part-time employees hired during the month of the holiday will not receive holiday credit for holidays that occur prior to their hire date.
- c. When a holiday falls on Saturday, the preceding Friday is observed as the nonworking or legal holiday. When a holiday falls on Sunday, the following Monday is observed as the nonworking or legal holiday.
- d. Employees who resign or are dismissed or separated before a holiday do not qualify for holidays occurring after the effective date of resignation, dismissal or separation.

2. Personal Holiday

- a. A Personal holiday will be proportionate to the number of hours in pay status in the same month when the personal holiday is requested to that required for full-time employment, excluding all holiday hours.
- b. Employees are entitled to one paid personal holiday per calendar year if the employee is scheduled to be, or has been, continuously employed by the state of Washington for at least four months. An employee who is scheduled to work less than six continuous months over a period covering two calendar years only receives one personal holiday during this period. Part-time employees are entitled to the number of paid hours on a personal holiday that their monthly schedule bears to a full-time schedule.
- c. A supervisor must approve the use of a personal holiday as long as:
 - i. The employee is entitled to a personal holiday;
 - ii. The employee has requested the personal holiday in accordance with the employer's leave procedures; and
 - iii. The employee's absence does not interfere with the operational needs of the employer.
- d. The personal holiday must be used within the calendar year. If before the end of the calendar year the employee requests the use of his/her personal

holiday in accordance with the employer's leave procedures and the employer denies the request, the employee is entitled to carry over the personal holiday to the next calendar year.

- e. An employee is only allowed to use part of a personal holiday in these two circumstances:
 - i. When donating a portion of the personal holiday to the shared leave program or
 - ii. When using a portion of the personal holiday to provide care as provided in WAC 357-31-070 (2). Any portion of the personal holiday that remains and is not used for the purposes specified in WAC 357-31-070 (2) must be taken by the employee in one absence not to exceed the work shift on the day of the absence.
 - iii. An employee who has donated his/her personal holiday for purposes of shared leave and then has a portion of the personal holiday returned to him/her during the same calendar may use the remaining hours. If the hours are returned during a different calendar, the employee cannot use the remaining hours.

3. Sick Leave

- a. All requests for sick leave must be made in accordance with the department's procedure. An employee is not entitled to use sick leave in advance of its accrual.
- b. When a condition listed in WAC 357-31-130 (1) arises while the employee is on vacation leave, the employer may allow the employee to use accrued sick leave in place of vacation leave.
- c. Employees are eligible for the attendance incentive program established by RCW 41.04.340,
- d. Sick leave accruals will be proportionate to the number of hours in pay status in the month to that required for full-time employment. Sick leave accruals may not exceed eight hours in a month.
- e. The employer may require medical verification or certification of the reason for sick leave use in compliance with chapter 296-128 WAC.
- f. Employers must allow the use of accrued sick leave under the following conditions:
 - i. An employee's mental or physical illness, disability, injury or health condition that has incapacitated the employee from performing required duties; to accommodate the employee's need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or an employee's need for preventive medical care.
 - ii. By reason of exposure of the employee to a contagious disease when the employee's presence at work would jeopardize the health of others.
 - iii. When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such reason.
 - iv. To allow an employee to provide care for a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care or treatment of a mental

- or physical illness, injury or health condition; or care for a family member who needs preventive medical care.
- v. For family care emergencies per WAC 357-31-290, 357-31-295, 357-31-300 and 357-31-305. When an employee is required to be absent from work to care for members of the employee's household or relatives of the employee or relatives of the employee's spouse/registered domestic partner who experience an illness or injury, not including situations covered by subsection (f)(iv) of this section. The employer must approve up to five days of accumulated sick leave each occurrence. Employers may approve more than five days. For purposes of this subsection, "relatives" is limited to spouse, registered domestic partner, child, grandchild, grandparent or parent.
 - vi. When requested as a supplemental benefit while receiving a partial wage replacement for paid family and/or medical leave under Title 50A RCW as provided in WAC 357-31-248. Leave taken under this subsection may be subject to verification that the employee has been approved to receive benefits for paid family and/or medical leave under Title 50A RCW.
 - vii. If the employee or the employee's family member, as defined in chapter 357-01 WAC, is a victim of domestic violence, sexual assault or stalking as defined in RCW 49.76.020. An employer may require the request for leave under this section be supported by verification in accordance with WAC 357-31-730.
 - viii. In accordance with WAC 357-31-373, for an employee to be with a spouse or registered domestic partner who is a member of the armed forces of the United States, National Guard, or reserves after the military spouse or registered domestic partner has been notified of an impending call or order to active duty, before deployment, or when the military spouse or registered domestic partner is on leave from deployment.
 - ix. When an employee requests to use sick leave for the purpose of parental leave to bond with a newborn, adoptive or foster child for a period up to eighteen weeks. Sick leave for this purpose must be taken during the first year following the child's birth or placement.
- g. Employers may allow the use of accrued sick leave under the following conditions:
- i. For condolence or bereavement;
 - ii. When an employee is unable to report to work due to inclement weather in accordance with the employer's policy on inclement weather as described in WAC 357-31-255;
 - iii. To bond with a newborn, adoptive or foster child for a period beyond eighteen weeks as allowed in subsection (f)(ix) of this section. Sick leave for this purpose must be taken during the first year following the child's birth or placement.
 - iv. When a child is a family member of an employee or member of an employee's household and the child's school or place of care has been closed while proclamation 20-05, issued February 29, 2020, by

the governor and declaring an emergency in the state of Washington, or any amendment thereto, is in effect.

4. Vacation Leave

- a. An employee is not entitled to use vacation leave in advance of its accrual.
- b. Vacation leave may be accumulated to a maximum of two hundred forty hours.
- c. When considering requests for vacation leave, the employer must consider the needs of the employee but may require that leave be taken when it will least interfere with the operational needs of the employer.
- d. When an employee who has completed six continuous months of employment separates from service, the employee is entitled to a lump sum payment of unused vacation leave.
- e. Vacation leave accruals for part time classified employees will be proportionate to the number of hours in pay status in the month to that required for full-time employment.
- f. Full-time accrual rates for vacation leave is at the following rates:
 - i. During the first year of continuous state employment - 12 days (eight hours per month);
 - ii. During the second year of continuous state employment - 13 days (eight hours, 40 minutes per month);
 - iii. During the third and fourth years of continuous state employment - 14 days (nine hours, 20 minutes per month);
 - iv. During the fifth, sixth, and seventh years of total state employment - 15 days (10 hours per month);
 - v. During the eighth, ninth, and tenth years of total state employment - 16 days (10 hours, 40 minutes per month);
 - vi. During the eleventh year of total state employment - 17 days (11 hours, 20 minutes per month);
 - vii. During the twelfth year of total state employment - 18 days (12 hours per month);
 - viii. During the thirteenth year of total state employment - 19 days (12 hours, 40 minutes per month);
 - ix. During the fourteenth year of total state employment - 20 days (13 hours, 20 minutes per month);
 - x. During the fifteenth year of total state employment - 21 days (14 hours per month);
 - xi. During the sixteenth and succeeding years of total state employment - 22 days (14 hours, 40 minutes per month).

5. Shared Leave

- a. Part time classified employees are eligible to participate in the Shared leave Program.

6. Disability leave due to pregnancy and/or childbirth

- a. Leave of absence must be granted for the period of time that a permanent employee is sick or temporarily disabled because of pregnancy and/or childbirth.
- b. The employee must submit a written request for disability leave due to pregnancy and/or childbirth in accordance with the leave of absence policy.

- c. The employee may be required to submit medical certification or verification for the period of disability leave due to pregnancy and/or childbirth.
 - d. Disability leave due to pregnancy and/or childbirth may be a combination of sick leave, vacation leave, personal holiday, compensatory time, holiday credit, shared leave and leave without pay.
 - e. The combination and use of paid and unpaid leave must be per the choice of the employee.
7. Paid Family Medical Leave (PFML)
- a. An employee who is approved to receive partial wage replacement for paid family and/or medical leave under Title 50A RCW may choose to receive partial wage replacement for paid family and/or medical leave exclusively, use accrued paid leave exclusively, or combine the partial wage replacement for paid family and/or medical leave and accrued paid leave as a supplemental benefit.
 - b. An employee may use vacation leave, sick leave, personal holiday, compensatory time, holiday credit, recognition leave, or holiday pay during a period when the employee is receiving partial wage replacement under Title 50A RCW as a supplemental benefit.
8. Parental Leave
- a. Part time classified employees are ineligible for parental leave outside of what is expressly authorized by this procedure. This does not mean the employee is not eligible for the state's Paid Family Medical Leave (PFML) program.
9. Bereavement Leave
- a. If an employee's family member or household member dies, the employee is entitled to three days of paid bereavement leave. An employee may request less than three days of paid bereavement leave.
 - b. The employer may require verification of the family member's or household member's death.
 - c. In addition to paid bereavement leave, the employer may approve an employee's request to use paid leave (accrued compensatory time, accrued holiday credit, sick leave, vacation leave, and/or a personal holiday) or to take leave without pay for purposes of bereavement.
10. Inclement Weather
- a. When the employer determines inclement weather conditions exist, the employee must be allowed the use of accrued vacation leave, accrued sick leave up to a maximum of three days in any calendar year, and the use of leave without pay in lieu of paid leave at the request of the employee.
 - b. Employees required to work during the closure receive their regular rate of pay for work performed during the period of suspended operations.
11. Family Care Emergencies
- a. Absence because of an employee's inability to report for or continue scheduled work due to a family care emergency:
 - i. Must be authorized for care of the employee's spouse, registered domestic partner, household member or the employee's/spouse's/registered domestic partner's minor/dependent child, parent or grandparent up to the limits specified in WAC 357-31-300.

- ii. May be authorized for care of others, including a child over the age of eighteen who is capable of self-care, in accordance with the employer's leave policy.
- iii. Family care emergencies are defined as:
 - i. Minor/dependent child care emergencies such as unexpected absence of regular care provider, unexpected closure of child's school, or unexpected need to pick up child at school earlier than normal.
 - ii. Elder care emergencies such as the unexpected absence of a regular care provider or unexpected closure of an assisted living facility.
- iv. For purposes of family care emergencies, each calendar year an employee must be allowed to use up to three work days of:
 - i. Vacation leave,
 - ii. Sick leave, and
- iii. Leave without pay.
- v. At the employer's discretion, additional leave in excess of three days for each category of leave may be granted.
- vi. No advance approval is required for an employee to take time off for a family care emergency; however, the employee must notify the employer at the beginning of the absence.
- vii. The employee may be required to provide verification of the need to take leave and that the situation was such that advance notice was not possible.

12. Jury Duty

- a. The employer must grant a leave of absence with pay when an employee is required to report for jury duty service. Employers may require documentation or verification of jury service.
- b. Employees are allowed to keep any compensation they receive for serving as a member of a jury in addition to their regular pay.

13. Leave Without Pay

- a. An employer must grant leave without pay under the following conditions:
 - i. When an employee who is a volunteer firefighter is called to duty to respond to a fire, natural disaster, or medical emergency;
 - ii. If the employee or the employee's family member, as defined in chapter 357-01 WAC, is a victim of domestic violence, sexual assault, or stalking as defined in RCW 49.76.020. An employer may require the request for leave under this section be supported by verification in accordance with WAC 357-31-730; or
 - iii. In accordance with WAC 357-31-373, for an employee to be with a spouse or registered domestic partner who is a member of the armed forces of the United States, National Guard, or reserves after the military spouse or registered domestic partner has been notified of an impending call or order to active duty, before deployment, or when the military spouse or registered domestic partner is on leave from deployment.
 - iv. When an employee requests a day off for a reason of faith or conscience or an organized activity conducted under the auspices of

a religious denomination, church, or religious organization in accordance with WAC 357-31-052.

- v. When an employee is on approved paid family and/or medical leave under Title 50A RCW. Leave taken under this subsection may be subject to verification that the employee has been approved to receive benefits for paid family and/or medical leave under Title 50A RCW and qualifies for employment protection in accordance with RCW 50A.35.010.

14. Faith or Conscience Leave

- a. Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.
- b. The employer must allow the employee to take the unpaid holiday when requested unless the employee's absence would impose an undue hardship on the employer or the employee is necessary to maintain public safety. For this purpose, "undue hardship" is defined in WAC 82-56-020.
- c. When requesting an unpaid holiday, an employee must give at least fourteen calendar days' notice to the supervisor. The employee and supervisor may agree upon a shorter time frame.
- d. Unpaid leave for this purpose must not be denied due to not meeting the time frame. Leave may only be denied for undue hardship as defined in WAC 82-56-020.

15. Holiday Credit Leave

- a. When considering employees' requests to use accrued holiday credit, employers must consider their business needs and the wishes of the employee. Employees can use accrued holiday credit for the following reasons:
 - i. Employees must request to use accrued holiday credit in accordance with the employer's leave policy.
 - ii. An employee must be granted the use of accrued holiday credit to care for a spouse, registered domestic partner, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency health condition, or to care for a minor/dependent child with a health condition that requires treatment or supervision. In accordance with the employer's leave policy, approval of the employee's request to use accrued holiday credit may be subject to verification that the condition exists.
 - iii. An employee must be granted the use of accrued holiday credit if the employee or the employee's family member, as defined in chapter 357-01 WAC, is a victim of domestic violence, sexual assault, or stalking as defined in RCW 49.76.020. An employer may require the request for leave under this section be supported by verification in accordance with WAC 357-31-730.
 - iv. In accordance with WAC 357-31-373, an employee must be granted the use of accrued holiday credit to be with a spouse or registered domestic partner who is a member of the armed forces of the United States, National Guard, or reserves after the military spouse or registered domestic partner has been notified of an impending call

or order to active duty, before deployment, or when the military spouse or registered domestic partner is on leave from deployment.

- v. An employee must be granted the use of accrued holiday credit when requested as a supplemental benefit while receiving a partial wage replacement for paid family and/or medical leave under Title 50A RCW as provided in WAC 357-31-248. Leave taken under this subsection may be subject to verification that the employee has been approved to receive benefits for approved paid family and/or medical leave under Title 50A RCW.
- vi. Employers may require that accumulated holiday credit be used before vacation leave is approved, except in those instances where this requirement would result in loss of accumulated vacation leave.

D. Retaliation Prohibited

- 1. Retaliation for the employee's lawful use of paid sick leave and other rights provided under the Minimum Wage Act (Chapter 49.46 RCW), and all applicable rules, is prohibited.

<p>Policy Contact: <u>VP of Human Resources</u></p> <p>Approved by (Department/Body): <u>Dr. Chad Hickox, President</u></p> <p>Date Originally Approved: <u>June 27, 2022</u></p> <p>Last Reviewed/Revised on: _____</p>
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